National Park Service
240 West 5th Avenue
Anchorage, AK 99501-2327

**Shared Beringian Heritage Program
Project Application for FY 2004**

September 23, 2003

Dear Applicant:

Enclosed is the application packet and contact information page for submitting proposals for funding under the Shared Beringian Heritage Program. The deadline for the proposals is close of business, **Monday, November 10, 2003** and applicants will be notified in late February of the selection results. A complete calendar can be found in the enclosed material.

We are looking for proposals in the general range of $20 - 40,000 per year for a maximum of three years. Smaller projects will also be accepted. Please see the financial details in the text that follows. Funding is available only to American organizations.

If you would like further information about the Beringia Program and the application process, or would like to discuss your proposal before the deadline, please give me a call at (907) 644-3601.

Additional application packets are also available in our Nome, Kotzebue and Anchorage offices and will be mailed upon request.

We welcome your proposal and good luck with its success.

Peter Richter
Beringia Program Manager

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INTRODUCTION

The National Park Service is seeking applications for projects conducted under the Shared Beringian Heritage Program. Projects funded under this program may be either scientific research projects or local, community-based educational, cultural or conservation projects that fulfill some or all of the goals of the Beringia Program.   Scientific research proposals are expected to contain sufficient detail for technical review by subject matter specialists.

Please read through the following pages of information that will assist you in developing your proposal and writing the application. You are most welcome to call ahead of the application deadline to discuss your proposal with us and to obtain further information.

GOALS of the BERINGIA PROGRAM

The Shared Beringian Heritage Program of the National Park Service is an international program that unites American and Russian Natives, scientists, land managers, conservationists and other interested parties in promoting the protection, understanding and enjoyment of the common heritage of the Beringia region.

Some of the purposes of this program are to:

- foster a climate of mutual understanding and cooperation between the United States and Russia, and the indigenous people of the central Beringian region in environmental protection, conservation of flora and fauna, and historic preservation and interpretation;

- provide for the continued opportunity for subsistence uses of resources within central Beringia, and recognition of unique and traditional activities by indigenous people of the region;

- promote the study, interpretation, and enjoyment of historic and archaeological sites and resources of great international significance;

- support efforts for the reestablishment of cultural traditions between indigenous people of both sides of the Bering Strait.

Consequently, proposals must show a relationship to one or more of the goals of the Beringia program and should meaningfully include an international Russian component to the project. This component might consist of including a Russian specialist to collaborate on research, fostering cultural exchanges between the two nations, by doing some or the entire project on the Russian side of Beringia or by exchanging findings between the two nations. Projects should be of interest and relevant to the inhabitants of the Beringia region both in the United States and in the Russian Republic.

PARTNERSHIPS

To further the goals of the Beringia program, the National Park Service enters into agreements with state, Native, educational and non-profit organizations to pursue the activities of the program. Working together on common goals enhances the activities and pursuits of the parties involved and the sharing of funding responsibilities extends limited financial resources. Individuals must show affiliation with an above mentioned organization.

In order to promote partnerships, proposals should show the ability to attract co-funding for the project. This co-funding may include appropriate levels of in-kind services provided by the requesting organization, other outside funding sources or a combination of these two types of co-funding.

PROJECT GUIDELINES

A project will be accepted for a period of one, two or three years. If the request is for two or three years, the budget must be detailed for the first year and estimated for the subsequent year(s). Federal funding becomes available on October 1 of each year and there is no guarantee of funding levels for future years. Therefore acceptance of a multi-year project is based on the assumption of sustained budget levels for the Beringia program. If a project is accepted for multi-year funding, it will not be necessary to reapply for the second or third year's funding. The NPS and the Beringia Panel will review the progress of the project at the end of each fiscal year to approve subsequent funding.

This year, approximately $475,000 is available for funding Beringia projects and ten to twelve projects are accepted each year. We have five continuing projects this year and their estimated budgets will use approximately $156,900 of these funds. The amount available for this funding cycle is therefore approximately $318,100. The ideal range of requested Beringia funds for a project is $20-40,000. No projects will be considered that request more than $50,000 annually from NPS. Organizations that have smaller projects in the $5-20,000 range are encouraged to apply.

Once a project is accepted and a contractual agreement is signed between the NPS and the partner organization, monthly invoicing for the budget items already purchased may occur. Prepayments are not permitted. After funds are obligated for a project in a given fiscal year, they may be invoiced for the duration of the contractual agreement. This allows for final invoicing after a project is completed and all products are delivered according to the contractual agreement schedule.

Permits are required for projects that involve research within units of the US National Park System. Permits must be obtained before work begins within the park and may require 45 days or longer for processing. Applications and permitting information are available at: <http://science.nature.nps.gov/permits/servlet/PubIndexServlet>.

WRITING THE PROPOSAL

We would like to streamline and standardize the format of the proposals being submitted. This will allow for a more consistent evaluation and ranking during the technical review and in the recommendations given to the Beringia Panel. It will also allow for a streamlining of the contractual agreement process in funding the projects. The proposal categories and text will be used in the agreement documents where appropriate, which will speed up the funding process. We expect all contractual agreements to be submitted to our contracting office by the end of March 2004.

Limit the size of your entire proposal to twenty-five (25) pages or less. A maximum of twenty-five pages will be photocopied in black and white for distribution to the reviewers. Electronic mail applications will be accepted in Windows MS Word or an Acrobat pdf file. The address is:

<peter_richter@nps.gov>. The deadline for all submissions is November 10, 2003 by close of business. Paper copies can also be mailed to NPS - Beringia Program, 240 West 5th Avenue, Anchorage, AK 99503-2892. Please do not send faxed applications.

At this time we are unable to directly fund any proposals from individuals or organizations outside of the United States.

The following are the sections of a proposal that need to be included in an application:

1. Table of Contents
2. Summary/Abstract
3. Introduction
4. Goals/Objectives of the project
5. Scope of work/Methodology/Work Plan
6. Products/Reporting of the project
7. Detailed budget
8. Appendices
9. Information Page

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Recommended for long or complicated proposals

Summary/Abstract

This one to two page summary of your proposal will be used to briefly describe your work to other interested participants in the Beringia program. Once projects are selected, these summaries will help us report to the communities in the region what work will be accomplished under this program. Your summary or abstract should briefly describe the relevance and goals of your work including the benefits and products to be gained by the public.

Introduction

In the introduction, you may relate relevant background information to your project, discuss the significance of the work and provide information about your organization.

Overview of the project

Provide here the general ideas of what the project will accomplish and how the information will be shared with the public. This section is an outline of your project and describes the different aspects of the work or activity to be performed.

Describe the specific objectives that you plan to achieve through the proposed project. For scientific research proposals describe the issue to be investigated and its importance and relevance to science. The objectives for scientific research proposals can be stated as the research question or hypothesis.

Scientific research proposals should include a summary of the relevant literature regarding the issue, problem, or questions that will be investigated.

Scope of work

Please present a detailed plan on how you will achieve the objectives of your project. For each objective, if appropriate, answer the questions of what work will be completed, who will do the work, where it will be performed, when will it be done and how it will be performed. For scientific research proposals, describe the overall geographic and scientific scope of the project. Provide as much detail as possible so that the reviewers will have a good idea of your intentions as they read through the proposals. Include any assistance or expertise that the National Park Service may be able to provide to you in order to achieve the results you want.

Methods – Required for scientific research proposals.

Describe how the proposed methods and analytical techniques will achieve the study objectives or test the stated hypothesis/question. Provide pertinent literature citations.

Description of study area – Clearly describe the study area in terms of park name(s), geographic location(s), and place names. Provide maps, park names, or geographic coordinates as appropriate. Identify any work in the United States that will take place in an area designated or managed as "wilderness".

Procedures - Describe the proposed study design that addresses the stated objectives and hypotheses. Explain the methods and protocols to be employed in the field and laboratory. For research with animals, describe your protocol for any capture, holding, marking, tagging, tissue sampling, or other handling (including the training and qualifications of personnel relevant to handling and care of vertebrate species.)

Collections - Describe the type, size, and quantity of specimens or materials to be collected, sampled, or captured, and your plans to remove them from the collecting site. If you are aware that specimens of the proposed types already exist in a repository, explain why additional collecting is necessary. Provide scientific nomenclature where possible. Mention applicable federal or state permits that will be obtained.

Analysis - Explain how the data from the study will be analyzed to meet the stated objectives or test the hypotheses. Include any statistical techniques or mathematical models necessary to the understanding of the analysis.

Schedule - Provide a schedule that includes start of project, approximate dates or seasons of fieldwork, analysis, reporting, and completion dates.

Products derived from project

We require some general items from all of the Beringia projects that we fund. One of the items is a set of copyright-free slides or high quality digital images portraying some of the activities of the project. Often we have requests for articles and photos from public publications such as *Arctic Research of the United States.* Other public relations include news releases to regional newspapers. Although these photos become public property, we do call to let you know each time where we will be using the slides and we cite the photo credits.

If a project lasts for more than one year, an annual field or status report is required. Often this is the basis for the presentation given by one of the project members at our fall "Beringia Days" conference. Each year we invite one representative of most projects to the conference to give a presentation on their work, to meet other participants in the Beringia program and to take part in discussions on current topics of interest in Beringia.

The final standard product item is a popular article written by one of the project participants. One of the most important activities in this program is the reporting back to the Beringia communities and the American public at large on the activities being undertaken with Beringia funding. These popular articles are one way of providing this important information to the public. We also encourage project personnel to give public presentations to the communities and schools in western Alaska. These presentations are very well received and are of interest to many people.

Other products depend on the particular projects. These might include professional scientific final reports, journal articles, books, video documentaries, material translated into the region's Native languages, or English, or Russian, and finally community activities such as cultural celebrations and summer field schools.

For scientific research proposals describe the expected publications or reports that will be generated as part of this study. Also describe any other products to be generated as part of the project, such as, photographs, maps, models, handouts, exhibits, software presentations, raw data, GIS coverages, or videos, and the proposed disposition of these materials. Explain how the products will be used, including any anticipated commercial use. Also describe the proposed disposition of any scientific specimens including any archaeological, biological, physical, or cultural resource materials collected as part of a research project.

Detailed budget

Outline expenses associated with this project and identify those expenses that will be covered by other funding sources. In the budget categories, it is important to show prevailing local rates for such items as personnel costs, transportation and in-kind services. Normally, budgets that show a predominance of salaries to a few individuals will not rate very favorably in the selection process. Some institutions require certain categories, which we can accommodate. Please show items of companion funding or in-kind services as a separate column in the budget.

Appendices

Other related information that is relevant to your proposal can be attached as an appendix. This might include bibliographies, resumes of people who will be involved in the work, and other supporting documents, such as letters of support from other involved organizations or individuals. Generally, one page resumes are sufficient. Resumes of key scientific staff should identify their training and qualifications relevant to the proposed project, and should demonstrate their ability to conduct activities in the environment of the proposed study area. **Letters of support are particularly important to show local support for the activities being proposed. It is also critical to show the concurrence of a cooperating institution for individual researchers working within a given community**.

Scientific research proposals should also include full bibliographic citations for all reports and publications referenced in the proposal. However, the total application must be twenty-five pages or less.

Contact Information Page

A blank contact information page is enclosed for your use. The information requested in this form contains the basic contact information for yourself and institutional information necessary to process an agreement between NPS and your organization. Please place this page as the very last page in your proposal. If you e-mail your proposal, please mail this page, so we have a copy of your application signature for our records.

REVIEW PROCESS AND ACCEPTANCE OF PROPOSALS

Proposals which are received by November 10, 2003 will be photo copied and distributed to the Beringia Panel and readers for technical review. The technical review will evaluate the merits of the proposal as evidenced by clear objectives, tasks and activities, with a realistic schedule of beginning and ending dates, and an approach that includes appropriate expertise; how the work fits the goals of the Beringia program; what international components are included in the project; the level of co-funding or in-kind contribution in the budget; whether the project budget evidences efficient, cost-effective use of funds to accomplish the stated work; and the significance of the products to be delivered by the project. Also important is whether any of the participants in the project has on-going or overdue projects with the National Park Service in Alaska.

The Beringia Panel consists of five members, one each from the Bering Straits (Nome), NANA (Kotzebue) and Arctic Slope (Barrow) Regional Corporations and two members from the National Park Service (one representing the Western Arctic Parklands and one representing resource management in the Anchorage office.) The Panel reviews all proposals and evaluates the information from the technical review, then makes recommendations on how the proposals should be prioritized for funding. The Panel's recommendations are given to the Beringia Coordinator, who is responsible for the final decision on project funding. The Panel is charged with assembling a balanced program of research and community projects that maintain the interdisciplinary approach to studies in the Beringia region.

Once the projects are accepted by the Beringia Coordinator by the end of January 2004, the NPS will negotiate the scope of work and proposed funding level with the applicant. A draft package will then be sent to our contracting office for preparation of the appropriate funding agreement. Projects will not receive final approval, and can not be funded, until the NPS contracting office has prepared this agreement. Our goal will be to have all contractual documents written and submitted to our contracting office by end of March 2004.

Throughout the course of the project, work progress will be monitored by the invoicing activity and the schedule of delivery of the products.

CONCLUSION

Please complete the cover sheet and limit your proposal to 25 pages.
The maximum NPS portion of the funding is $50,000.   The general range is $20-40,000 and we will look for smaller projects.
Develop a strong Russian component to your activities. This is one area in which the NPS can be of assistance to you, so please contact us.
Include in the budget all co-funding information and the value of in-kind services.

Calendar for FY 2004 Beringia Project Proposals

September 24, 2003	Distribution of Beringia Project application announcement.
November 10, 2003	**Close of business deadline** - submit proposals to NPS.
December 1, 2003	Technical analysis by NPS completed.
January 9, 2004	Beringia Panel prioritizes FY 2003 projects.
January 16, 2004	NPS responds to Panel's recommendations.
January 23, 2004	NPS notifies all applicants of project selection.
March 31, 2004	All selected projects submitted for contracting approval.

Attachment 1 – Contact Information Page

Contact Information Page - Shared Beringian Heritage Program

1. Project Title:_____

2. Individual contact person for project:

   Name: _____ E-mail:

   Address:_____ Phone: (   )

   _____ ZIP_____-_____ Fax: (   )

3. Type of application: One Year _____   Two Year _____   Three Year _____

4. Project Funding: <u>First Year</u>   <u>Second Year</u>   <u>Third Year</u>

   Beringia NPS Funds:

   In-Kind Cost Sharing:

   Other Sources: _____   _____   _____

   Total Project Costs:

5. Is this proposal being submitted to another government or private entity? If so, indicate
   where and when:
   _____

6. Your institution or organization:

   Name:_____ Employer ID Number: _____
   Authorizing official who will sign official document for your organization:

   Name:_____ Title:_____
   Grant Administrator who will be contact person to process agreement document:

   Name: _____ Phone: (_____)_____

   Address:_____ Fax: (_____)_____

   _____ ZIP _____-_____

7. Applicant Signature: _____ Date:_____